

Center for Management and Executive Leadership (CMEL)

Business Rules For Non-Core Requirements

Business Rules Disclaimer Statement:

Any changes to this policy will be coordinated and approved by all affected parties. Any deviation from these rules will be at the discretion of the CMEL Director. Pursuant to Public Law 104-205 and 49 USC 40113, CMEL must utilize "full cost recovery." CMEL must properly accumulate and allocate costs (direct and indirect) to all products and services and is required to use the current franchise rates derived by the FAA. The term "Non-Core" as used in this document is defined as any training and/or related product or support sponsored/funded directly by the customer.

Pricing/Material Usage Policy

Pricing for new products will be based on the development of the product including materials, salaries, contractor support, training support equipment, etc. Pricing for existing products will be determined by the current costs as listed on the CMEL Cost Catalog. All course materials will become the property of CMEL, and products developed by CMEL can be used by CMEL where appropriate. In addition, all training materials and classroom handouts will become the possession of the student, adhering to the FAA policy for Intellectual Property, Government Purpose Rights, and Rights in Data.

Responsibilities

CMEL agrees that:

- Sufficient resources will be available to provide the goods/services identified
- CMEL will provide invoicing to the customer reflecting dollars collected against funds allocated
- Status reports will be provided to the customer as requested

The Customer agrees that:

- Funds are available to CMEL to carry out its obligations identified in this agreement
- A contact point will be designated for each agreement to coordinate activities with CMEL. The contact point shall be authorized to, among other things, resolve issues relating to billings, transfers of funds, invoices, and any other items that may arise.
- Payments to CMEL will be made within 30 days of the invoice date.
- CMEL will be notified immediately of any anticipated changes in resource requirements.
- All requirements relative to this agreement, any order(s) placed in accordance with this agreement, and any modification(s) to this agreement shall be submitted to CMEL in writing.

Cancellation Policy

- Full refund will be issued for any unexpended funds for cancellations made more than thirty (30) days prior to date of event. Expended funds in the design/development of courses, including any special materials, will not be reimbursed.
- 75% refund of estimated lodging, instructional & support services and facility cost and 100% refund for estimated meals will be issued for cancellations made fifteen (15) to twenty nine (29) days to date of event.
- 50% refund of estimated lodging, instructional & support services and facility cost and 100% refund for estimated meals will be issued for cancellations made less than fourteen (14) days prior to reservation date.
- For resident training or meetings when more than 20% of the participants do not attend, there will be a full refund for 20% or less of lodging costs.